

**Title:** Recreation Assistant GS-0189-06/07

**Tour of Duty:** Permanent- Full Time- Based on the needs of the Center.

**ABOUT THIS POSITION:**

This position is located on the Mingo Job Corps Civilian Conservation Center, a USDA Forest Service unit that provides students with training opportunities to develop the necessary social, educational, and vocational skills that will enable them to obtain and maintain useful and productive employment. The purpose of this position is to assist in supervising and planning recreational activities and to provide practical counseling to students.

**MAJOR DUTIES:**

Within the overall residential living/training program specified for the Center, and with a full understanding of the established objectives, the incumbent applies knowledge of the principles of recreation and physical fitness. Determines applicable needs of the Center population; initiates, plans, manages, coordinates and schedules appropriate activities. Assists students and subordinates in understanding the relevance of appropriate social and employability skills to workplace success. Promotes standards of conduct which are expected and accepted in the workplace. Participates in the Behavioral Management System as necessary to ensure proper workplace appearance and behavior.

The incumbent instructs as well as organizes and plans a variety of recreation/physical fitness activities. He/she adapts methods, which experience indicates, are most effective for an instructional and participatory program in the following areas: Plans and administers a typical, conventional basic recreation program or segment of a program. Assists in the implementation of program plans developed at higher levels. Selects, schedules, and publicizes various recreation services such as organized, weekly activities for students including basketball, roller skating, and karate lessons. Applying specific rules, regulations, and procedures, plans and coordinates the details of recurring activities and special events.

Provides guidance and leadership to various activities and their participants, modifying, adapting, expanding, or otherwise changing plans and procedures, as developments require.

Organizes and plans an aquatic program to include individual and/or group instruction including swimming, boating, water safety, water sports, tournaments, games, rescue techniques, and related events. Sets up and directs students in isometrics and circuit training.

Instructs students in benefits of physical fitness program. Organizes and supervises a safety and first aid course especially as it relates to physical development and recreation.

Must be eligible for certification to operate government vehicles which includes sedans, light pick-ups, 12-16 passenger vans, and 30- to 40- passenger buses. This may include operating buses with airbrakes. Must be willing to take and pass additional vocational certifications to meet ongoing and changing programmatic needs.

**OTHER SIGNIFICANT FACTS:**

**DRUG TESTING:** This is a Testing Designated Position (TDP). Selectee must submit to a urinalysis to screen for illegal drug use prior to appointment and random testing thereafter. Final appointment and continued employment is conditional on negative results for illegal drug use. This announcement constitutes 30 days advance notice.

**Bargaining Unit Status:** Eligible - Coverage is dependent upon unit location.

This position requires the selectee to obtain or possess a Commercial Driver's License (CDL) and

therefore, is a Testing Designated Position (TDP) under the Department of Transportation (DOT)/Forest Service Alcohol and Controlled Substance Testing Program. Applicant tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use unless they currently occupy a TDP under the DOT/Forest Service Alcohol and Controlled Substances Testing Program. Final appointment is conditional on a negative drug test. This announcement constitutes 30 days advance notice.

Performs other duties as assigned.

**Duty Station Specifics:** Mingo Job Corps Civilian Conservation Center is operated by the U.S. Forest Service and is located adjacent to the 21,592-acre Mingo National Wildlife Refuge. The Center is located 2½ miles southwest of Puxico, Missouri. The Center has a capacity to house and train 224 students. The Center is closely tied to the community for providing additional training opportunities through an active work-based learning program.

The basic responsibility of the Job Corps Program is to provide America's disadvantaged youth an opportunity to develop labor skills and to participate more fully in the world of work and citizenship. The U.S. Forest Service Job Corps Mission Statement is *To establish and maintain a safe, positive instructional environment which encourages the educational, vocational, and social growth and development of students.*

Mingo Job Corps Civilian Conservation Center offers entry-level vocational training in the following vocational areas: Union Carpentry, Union Painting, Union Brickmasonry, Union Heavy Equipment, Welding, Business Technology, and Health Occupations.

Mingo Job Corps Civilian Conservation Center offers a broad-based academic educational program. Mingo Job Corps Civilian Conservation Center is an accredited high school through the local high school.

Four dormitories (one female, three male) housing 56 students each, comprise the living quarters on Center.

**Community Information:** Mingo Job Corps Civilian Conservation Center is located approximately 2½ miles southwest of Puxico, Missouri. Puxico is located in Stoddard County, Missouri and is 150 miles south of St. Louis, Missouri; 200 miles east of Springfield, Missouri; and 30 miles northeast of Poplar Bluff, Missouri.

The area is predominately a bottomland hardwood swamp bordered on the west by the foothills of the Ozark Uplift and on the east by a terrace called Crowley's Ridge. Elevations along the top of these ridges range as high as 405' msl compared to the 340' msl elevation of the basin.

Temperatures in the Puxico area vary from 21°F to 71°F in winter, 23°F to 88°F in spring, 56°F to 105°F in summer, and 18°F to 97°F in fall.

While Puxico is a small community with a population 1,145, it offers many churches, two medical clinics, two nursing homes, two banks, senior citizen center, police department, city offices, and a volunteer fire department with 25 volunteers. Puxico has gas stations, grocery stores, convenience stores, restaurants, pharmacy store, public library, many other businesses, and three city parks with tennis courts, playground equipment, picnic shelter, and ball fields.

Puxico has an excellent school system. Elementary classes average 22 students per classroom, grades K-6. Total elementary enrollment is approximately 420 students. The high school (grades 7-12) has an average enrollment of 330 students. Special needs classes are also provided.

Puxico has available housing either for rent or purchase. Average rental prices range from \$350 - \$700 and average purchase prices are \$45,000 - \$125,000.

Contact Information: Interested applicants desiring further information should contact

Stacey Griffin, Administrative Officer

573-222-2547 fax

573/222-2614 office

[stacygriffin@fs.fed.us](mailto:stacygriffin@fs.fed.us)

The vacancy announcement will be posted at [www.usajobs.gov](http://www.usajobs.gov) once available. If interested, please complete the following form and return via email or fax to Stacey Griffin by July 12, 2012.

USDA Forest Service is an equal employment opportunity employer.

**MINGO JOB CORPS CIVILIAN CONSERVATION CENTER**

**OUTREACH NOTICE FORM**

**Recreation Assistant GS-0189-06/07**

(Permanent, Full-Time Position)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you currently a Federal Employee? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is your current appointment type:

Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Term \_\_\_\_\_

Veterans Readjustment Appointment \_\_\_\_\_

Persons with Disabilities \_\_\_\_\_ Other (identify) \_\_\_\_\_

Job Series/Grade \_\_\_\_\_

Position Title \_\_\_\_\_

If not a current permanent (career or career-conditional employee, are you eligible to be rehired under any of the following special authorities: Persons with Disabilities, Disabled Veterans with 30% or more Compensable Disability, Veterans Employment Opportunities Act of 1998, Former Peace Corps Volunteer, Student Career Experience Program, or Other.

Please return your completed form electronically to: **stacygriffin@fs.fed.us**

Submission of this form will indicate to us of your interest in the position. **If interested please respond no later than July 12, 2012 at which time you will be sent directions on how to submit your application once the vacancy announcement becomes available.**

**Thank you for your interest in our vacancy.**

